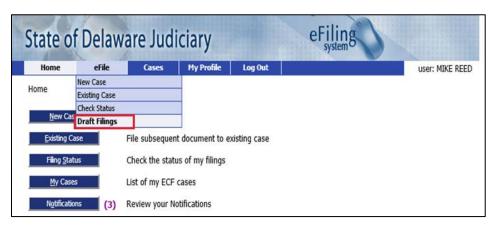
Module 19 – Draft Filings

If you started a filing previously but moved the filing to draft by clicking 'Move to Draft', you can access it in your "Draft Filings". You might have moved it to draft because you did not have all of the documents ready or were waiting for some additional information before filing.



To access your "Draft Filings", hover your mouse over the 'eFile' tab.

Select 'Draft Filings' from the drop down list.



The screen displays all draft filings. Select the one to continue working on by clicking on the 'Filing ID' number.



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The filing will open on the 'Add a Document' screen. You can use the 'Back' button to regress to the 'Case Initiation Screen' if anything needs to be added or changed. However, you can't use the 'Back' button if you are filing a subsequent filing to an existing case. Then use the 'Next' button to more forward to the 'Add A Document' screen, add or change documents as needed, then use Next to go to the Review and Approve screen to submit the filing to the Courts.

A filing may be in 'Draft Filings' for 60 days from the time it was initially created before it will be automatically deleted. If you modify the draft it does not reset the time limit.



There are two other ways filings can get to 'Draft Filings' besides you moving them there when you click 'Move to Draft' during case creation.

- First, if the system times out while you were away from your computer, it will save your in-process filing to 'Draft Filings'.
- Second, if you have a rejected filing and open the filing from the 'Filing Status' Screen by clicking 'Resubmit', but you do not complete the submission immediately after clicking 'Resubmit', the filing will automatically be moved to your 'Draft Filings' and you must access it from the 'Draft Filings' the next time you are ready to work on the corrections. The 'Resubmit' button will no longer be available in the 'Filing Status' screen after you click it once. See Module 16 Correct a Rejected Case for more information.

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